

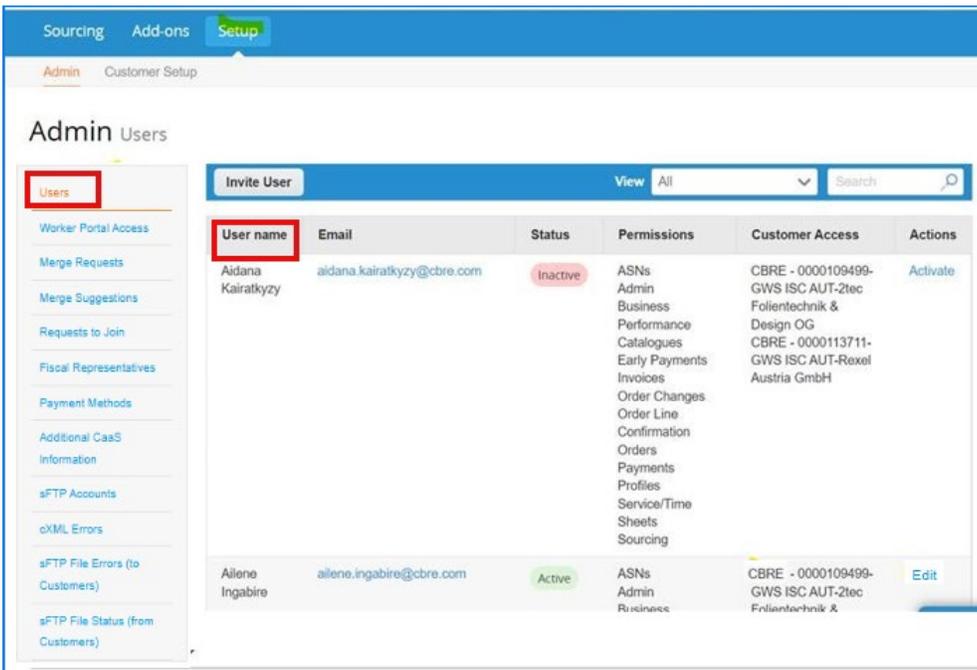
## Selecting CBRE on the User's Profile

CBRE must be set up as a customer on the user's profile in the Coupa Supplier Portal to give the user access to CBRE-issued purchase orders and more. This tip sheet outlines the steps for editing a previously added user's profile. The same steps should be followed if using the **Invite User** option to add a user.

1. Log in to your Coupa Supplier Portal <http://supplier.coupahost.com/>
2. From the main menu, select the **Setup** tab from the CSP home page.



3. From the Admin Users menu, locate the user's **User Name**.



- Click **Edit** in the **Actions** column, on the line with the **User name** of the profile that you want to update. See example below.

User name	Email	Status	Permissions	Customer Access	Actions
Aidana Kairatkyzy	aidana.kairatkyzy@cbre.com	Inactive	ASNs Admin Business Performance Catalogues Early Payments Invoices Order Changes Order Line Confirmation Orders Payments Profiles Service/Time Sheets Sourcing	CBRE - 0000109499-GWS ISC AUT-2tec Folientechnik & Design OG CBRE - 0000113711-GWS ISC AUT-Rexel Austria GmbH	Activate
Ailene Ingabire	ailene.ingabire@cbre.com	Active	ASNs Admin Business	- 0000109499-SC AUT-2tec Folientechnik &	Edit

- Scroll to the **Customers** section and select **CBRE**.

\* First Name: Ailene

\* Last Name: Ingabire

\* Email: ailene.ingabire@cbre.com

**Permissions**

- All
- Admin
- Orders
- Restricted Access to Orders
- All

**Customers**

- All
- CBRE - 0000109499-GWS ISC AUT-2tec Folientechnik & Design OG
- CBRE - 0000113711-GWS ISC AUT-Rexel Austria GmbH**

- Click **Save**.

Cancel    Deactivate User    **Save**

For additional support, please contact the Procurement Buyer Support Team.

Region & Line of Business	Support Email Contact
ADV & GWS APAC	<a href="mailto:APAC_ProcurementBuyerSupport@cbre.com">APAC_ProcurementBuyerSupport@cbre.com</a>
Corporate & US	<a href="mailto:usprocurement@cbre.com">usprocurement@cbre.com</a>
GWS U.S. & Canada	<a href="mailto:GWSNAM_ProcurementBuyerSupport@cbre.com">GWSNAM_ProcurementBuyerSupport@cbre.com</a>
GWS Latin America	<a href="mailto:LATAM_ProcurementBuyerSupport@cbre.com">LATAM_ProcurementBuyerSupport@cbre.com</a> Chile, Panama, Peru, Costa Rica, Uruguay, Dominican Republic, Columbia, Argentina, Mexico
EMEA, Canada ACML	<a href="#">All CBRE Entities</a>